



JOB OPPORTUNITY

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Announcement Number: 06-532
Position Title: **Printing Services Specialist (National Account Manager)**
Series and Grade: PG-1654-9/11/12
Salary Range: \$44,432- \$83,760
Promotion Potential: PG-12
Opening Date: 09/18/06
Closing Date: 10/06/06
Location of Position: Customer Services
Sales & Marketing Department
DALLAS, TX
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full Time
Who May Apply: All U.S Citizens

ABOUT THE GPO:

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

MAJOR DUTIES:

At the PG-9 level, the incumbent performs duties characteristic of marketing and business practices in the sales of printing and related products. Receives instructions and formal on-the-job training designed to familiarize the incumbent with the functions and operations of the Sales and Marketing Program area and its responsibilities. Assists higher graded employees, individually or as a team member, by performing duties as they relate to the professional and/or administrative discipline.

At the PG-11/12 levels, the incumbent manages GPO's "Book of Business" as it relates to the sales and marketing of GPO's various business units for printed and digital projects in the office by making in-person calls, soliciting new business from qualified prospects and customers, and servicing existing customers to produce sales at or above assigned quota. Contributes creatively in formulating program plans, devising instrumentation and operating procedures for marketing strategies and presenting the GPO in a positive image to prospective and current customers. Utilizes the latest techniques and instruments to implement ideas and fulfill project assignments. Plans, organizes and conducts, or assists with surveys and assessments of the productivity, effectiveness, and efficiency of the GPO Sales and Marketing Program. Assists with and/or writes and presents orally various progress reports, technical communications, and reports relating to assigned projects or special endeavors. Reports are subject to review by a higher graded employee who looks for soundness of technical expertise and clarity of interpretation of data and suggested recommendations stemming from surveys and assessments. Consults, coordinates, and maintains contact with other operating officials, technical personnel, current and prospective customers, and outside entities concerning various aspects of assignments and projects

being pursued. Keeps abreast of current developments in marketing and business practices and developments by reviewing technical publications, attending symposia/classes/courses, and consulting with personnel in similar fields of endeavor. Keeps abreast of state-of the-art printing and publishing equipment, methods, and processes. When called upon, performs other duties as assigned.

Note: Applicant will work directly from the Dallas Agency Strategic Team (AST) Office in Dallas, Texas

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialist experience at the next lower grade level. Specialized experience is experience which allowed the applicant to work with printing and publishing principles, processes, and products, as well as experience in sales and marketing research, practices, theories, and principles. Applicants may substitute education for experience as described below; or a combine education with specialized experience to meet minimum qualification requirements for this position as indicated below:

PG-09: Master's or equivalent graduate degree OR 2 full years of progressively higher level graduate education leading to such a degree.

PG-11: Ph.D. or equivalent doctoral degree OR 3 full years of progressively higher level graduate education leading to such a degree.

PG-12: There is no education substitute at this grade level.

All qualifications must be met by the closing date of this announcement.

Applicants must specify for which grade(s) they wish to receive consideration. Failure to provide this information will result in applicants receiving consideration ONLY at the highest grade for which they are qualified by the Human Capital Office. All qualification requirements must be met by the closing date of this announcement.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

Knowledge, Skills, and Abilities and Other Characteristics required for this position:

FOR THE PG-09 LEVEL:

1. Knowledge of printing processes, paper, ink, computer operations, electronic information, dissemination and procurement process.
2. Ability to participate in planning, directing, and evaluating activities and services as they relate to a comprehensive sales and marketing program.
3. Ability to effectively communicate orally and in writing.

FOR THE PG-11/12 LEVELS: To be considered for these levels, applicants must address the KSA's at the PG-09 in addition to the below KSA's:

4. Skill in managing various concurrent tasks and effectively prioritize them as requirements change.
5. Ability to apply knowledge of management procedures and general business principles and practices related to management of sales and marketing responsibilities.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 "Optional Application for Federal Employment" (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAOs listed in this announcement.

STEP 3: Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. All time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, "Certificate of Release or Discharge from Active Duty" or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran's preference, you must also attach an SF-15 "Application for 10-Point Veterans' Preference" plus the proof required by that form. For more specific information about your veteran's preference and eligibility, please visit <http://www.opm.gov/veterans/>. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information please contact:

Human Capital Department
Lisa Ghebresillassie
Phone: (202) 512-1035
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO may pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.